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# *Gaston Baptist Association of North Carolina*

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GASTONIA, NORTH CAROLINA 28052  
Phone: 867-7257



Authorized by the  
Executive Committee  
of the  
Gaston Baptist Association  
February 1973

Prepared and Written By  
Hoyle T. Alfred, Superintendent of Missions





# ASSOCIATIONAL HANDBOOK

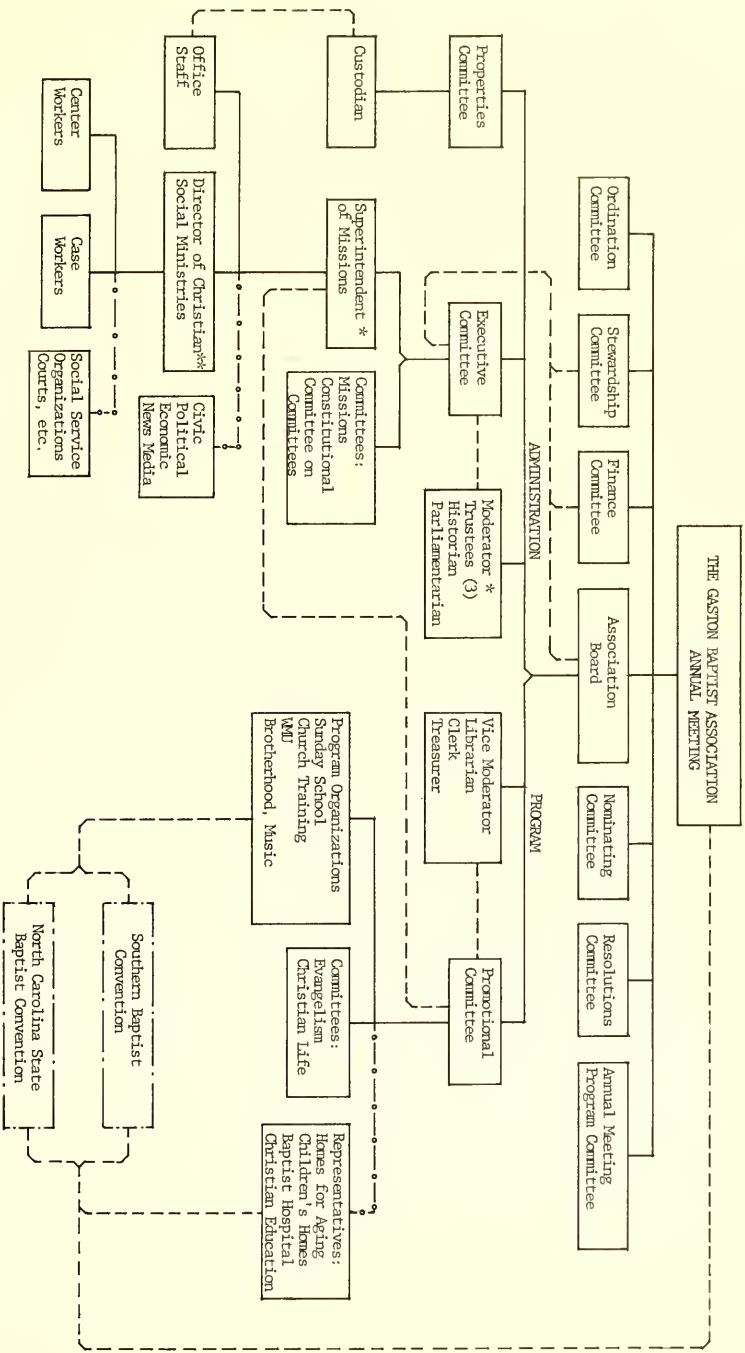
Authorized by the  
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February 1973

Prepared and Written By  
Hoyle T. Allred, Superintendent of Missions

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\* Ex-Officio Member of all Committees

\*\* Ex-Officio Member of Executive Committee and Missions Committee



## P R E F A C E

This Associational Handbook was authorized by the Executive Committee of the Gaston Baptist Association, February, 1973. It was the opinion of this committee that such a book was needed giving job descriptions and other data to guide new employees (paid or volunteer) in their responsibilities. In addition, it was needed to give the elected officers and members of the Association's various committees guidance in carrying out their duties.

The Handbook also contains data on beginning a mission, the Association's agreement with the State and Home Boards on Christian Social Ministries and the Articles of Faith which are generally accepted by member churches of the Association. These are the Articles which the Missions Committee uses in accepting Articles of Faith of New Churches seeking admission to the Association. The information included in the appendices is not easily found anywhere else.

The Handbook is not published as the Law of the Medes and Persians and is thus loose leafed to allow for changes in the living organism called the Gaston Baptist Association.

The Allred-Hylton  
Myrtle Beach, South Carolina  
March-April, 1973.

Hoyle T. Allred

Ephesians 2:10

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## I. MESSENGERS

### A. General Information

1. Method of selection: Elected by each church according to the plan of that church and certified on the church's annual letter to the Association.
2. Membership: The senior pastor of each church and three messengers elected at large from each participating church for the first 300 members or part thereof; one additional messenger is elected for each additional 100 members up to a maximum of ten messengers and the senior pastor from any one church.
3. Term of service: One year. May succeed themselves.
4. Frequency of meetings: Annually on Thursday after the third Sunday in October and continue for two days or longer in the judgment of the Program Committee. The time may be changed or a special meeting may be called by the Executive Committee on two weeks notice to the churches. Messengers from 25% of the churches enrolled as members of the Association shall constitute a quorum.
5. Report to the church where membership is held.

- B. Principal function: To constitute as a group the sessions of the Association for the transaction of business.

### C. Duties

1. Attend and participate in the sessions of the Association as a messenger from the church where he holds membership.
2. Speak, act and vote in the sessions in the interest of the larger fellowship of Baptists as well as in the interest of his own church.
3. Participate on committees and special groups as requested.
4. Report to his church all matters of Associational life and work which may be of interest to it.

## II. ASSOCIATIONAL BOARD

### A. General information

1. Method of selection: Other than officers of the Association and as provided in the constitution, recommended by participating churches and certified to the Association in the annual letter of each church to the Association. Ex officio members are selected by virtue of election to an office or employment by the Association.

2. Membership: Officers of the Association; Directors of Sunday School, Church Training, Woman's Missionary Union, Brotherhood and Music of the Association; Senior pastor of each member church and two members from each participating church and duly certified. Associate pastors, ministers of youth, music, education, etc., may attend as non-voting members.
  3. Term of office: One year or as elected by the Association or member churches.
  4. Frequency of meetings: Quarterly or as needed. A quorum consists of one or more members of the Board from 30% of the churches.
  5. Officers: The Officers of the Association are also officers of the Associational Board.
  6. Reports to the Association in annual session or called sessions.
- B. Principal function: To act for the Association in the interim between annual meetings and to carry out the policies and will of the Association.
- C. Duties
1. Govern the life and work of the Association as provided by the constitution and by-laws between its regular sessions.
  2. Receive reports from and provide necessary direction to the officers, committees, program leaders and staff of the Association between sessions.
  3. Review plans, calendars, and budgets for recommendation to the Association.
  4. Report to the church which is represented by the member of the General Board all matters pertaining to the life and work of the Association which will be of interest to it.

### III. THE EXECUTIVE COMMITTEE

#### A. General Information

1. Method of selection: Nine members appointed by the Committee-on-Committees and elected by the Association in annual session. Others are selected by virtue of election to an office or employment by the Association.
2. Membership: The Association's Moderator; Chairman of: Promotion Committee, Finance Committee, Missions Committee, Properties Committee, Constitution Committee and nine others of whom not less than three shall be other than pastors. The Superintendent of Missions and Christian Social Ministries Director serve ex-officio. The treasurer may be requested to audit the committee's work.

3. Term of office: Those who serve by virtue of election or employment, the term of their office. Those who are selected by the Committee-on-Committees, for not more than three years and must rotate and be off for at least one year before re-selection.
  4. Frequency of meetings: Monthly or as needed. A quorum of seven is necessary for the transaction of business.
  5. Officers: Chairman appointed by Committee-on-Committees and elected by the Association. Vice-chairman, elected by the committee. Secretary - the Superintendent of Missions.
  6. Reports to the Associational Board and to the annual session.
- B. Principal function: To administer all matters committed to it by the Association or its Associational Board and to decide on routine and emergency matters between sessions of the Associational Board.
- C. Duties
1. Initiate and recommend matters concerning business management.
  2. On recommendation from personnel committee, approve employment of all personnel except the Superintendent of Missions and Director of Christian Social Ministries.
  3. On recommendation from its personnel committee, recommend the employment of the Superintendent of Missions and Director of Christian Social Ministries to the Associational Board or to the Association in annual session for employment.
  4. Receive applications for membership in the Association from churches seeking membership and may receive them under watchcare; assigning the Missions Committee to superintend their work and make recommendations to the Association concerning them.
  5. Provide for an audit of the Treasurer's records and report to the annual session.
  6. Give full guidance and direction to the Superintendent of Missions in formulating plans and promoting the work of the Association in general.
  7. Appoint a Personnel Committee from its membership according to instructions in Handbook, "Personnel Committee."
- D. Replacement: Vacancies occurring between annual sessions are to be filled by appointment from Committee-on-Committees.





## IV. THE ASSOCIATIONAL OFFICERS

A. Moderator

## 1. General information

- a. Method of selection: Recommended by the Nominating Committee and elected by the Association.
- b. Term of office: One year. May succeed himself for one term.
- c. Reports to the Association.

## 2. Principal function: To plan and conduct the business sessions of the Association and the Associational Board and to coordinate the work of the Associational Officers and Committees.

## 3. Duties

- a. Call sessions of the Association and the Associational Board, arrange for necessary facilities and preside over the meetings.
- b. Prepare the agenda for the Associational Board.
- c. Confer with persons and groups in the preparation of agenda items.
- d. Appoint a Committee-on-Committees to recommend to the annual sessions for election.
- e. Serve as a member of the Executive Committee.
- f. Serve ex-officio non-voting on all other Associational Committees.
- g. Coordinate the work of the Associational Officers and Committees.
- h. Assume the duties of the Superintendent of Missions as assigned when the Association is not served by one by reason of resignation and/or illness.

B. Vice-Moderator

## 1. General information

- a. Method of selection: Recommended by the Nominating Committee and elected by the Association.
- b. Term of office: one year. May succeed himself.
- c. Reports to the moderator.

## 2. Principal function: To assist the moderator in the performance of his duties.

### 3. Duties

- a. Assist the moderator in the preparation of agenda.
  - b. Assist as requested in moderating sessions of the Association and Associational Board meetings.
  - c. Assist in coordinating the work of the Associational Officers and Committees.
  - d. Serve as Vice Chairman of the Associational Board.
  - e. Serve as Chairman of the Promotional Committee.
  - f. Succeeds to Moderator should the office become vacant between annual sessions.
4. Replacement - should the office of Vice-Moderator become vacant between annual sessions, it is filled by appointment of the Executive Committee.

## C. Clerk

### 1. General Information

- a. Method of selection: Recommended by the Nominating Committee and elected by the Association.
  - b. Term of office: One year. May succeed himself.
  - c. Reports to the Associational Board and to the annual session.
2. Principal function: To record and keep in permanent form all transactions of the Association and the Associational Board and to make this information available on request.

### 3. Duties

- a. Serve as recorder in the sessions of the Association and the Associational Board.
- b. Distribute annual church letter forms to the churches.
- c. Hold an annual church clerk's meeting to give assistance in properly completing church letter forms.
- d. Receive annual letter forms from the churches and deliver them to the Associational office for compiling of statistical and informational tables.
- e. Collect, process, distribute and interpret Associational records as requested.
- f. Work with the annual session committee in the registration of messengers for the sessions of the Association and Associational Board and, if necessary, checking registrations of messengers against

lists on the annual church letters to the Association.

- g. Work with the Historian in making available all the records and archival materials concerning the Association's history.
  - h. Serve as Historian when the Association has none.
4. Replacement - should the office of Clerk become vacant between annual sessions, it is to be filled by appointment of the Executive Committee.
  5. Salary - The Associational Clerk will be paid a salary. The amount to be decided by the Executive Committee and included in the Associational Budget.

#### D. Treasurer

##### 1. General Information

- a. Method of selection: Recommended by the Nominating Committee and elected by the Association.
- b. Term of office: One year. May succeed himself.
- c. Reports to the annual session of the Association and quarterly to the Associational Board.

##### 2. Principal function: To assist in the receiving, accounting and disbursing of all the Association's monies.

##### 3. Duties

- a. Audits the Executive Committee meeting when requested to do so.
- b. Work with the Finance Committee to recommend and establish fiscal policies.
- c. Supervise the reception and banking of all funds of the Association and disburse them upon instructions from the Association, Associational Board or as designated in the budget.
- d. Maintain adequate records of all monies received and disbursed.
- e. Render an accurate report of receipts and disbursements and the annual meeting and give a quarterly report to the Associational Board.
- f. Post records of the contributions of each participating church and report to them at least quarterly.
- g. Examine supporting data for each check issued and co-sign them with the Superintendent of Missions.
- h. Keep all books available and up to date for examination.
- i. He shall be bonded in an amount set by the Executive Committee.

4. Replacement - Should the office of Treasurer become vacant between annual sessions, it is to be filled by appointment of the Executive Committee.
5. Salary - The Associational Treasurer may receive an honorarium annually to be decided by the Association.

#### E. Trustees

1. General Information
  - a. Method of selection: Recommended by the Nominating Committee and elected by the Association.
  - b. Membership: Three persons chosen from the membership of participating churches.
  - c. Term of office: One year. May succeed themselves.
  - d. Frequency of meetings: When needed.
  - e. Reports to the Association.
2. Principal function: To act as the legal agents of the Association.
3. Duties
  - a. Shall hold and preserve properly the titles to all property, or properties of the Association, whether real or otherwise.
  - b. Shall execute such transfer of title or signatures as may be authorized by the Association or Associational Board.
  - c. Act as directed by the Association or Associational Board in handling legal matters.
4. Replacement - Should the office of Trustee become vacant between annual sessions, it is to be filled by appointment of the Executive Committee.

#### F. Parliamentarian

1. General Information
  - a. Method of selection: Recommended by the Nominating Committee and elected by the Association.
  - b. Term of office: One year. May succeed himself.
  - c. Reports to Executive Committee, Associational Board and the Association in annual session.

2. Principal function: Assists any person, group or committee in all matters involving proper parliamentary procedure.
3. Duties
  - a. Advise and assist the Moderator with respect to all matters involving proper parliamentary procedure.
  - b. Be present at the Associational Board and annual meetings to advise and assist with respect to all matters involving proper parliamentary procedure.
  - c. Work with the Constitutional Committee in keeping the Constitution in line with practices and/or practices in line with the Constitution.
4. Replacement - should the office of Parliamentarian become vacant between annual sessions, it shall be filled by appointment of the Executive Committee.

#### G. Historian

1. General information
  - a. Method of selection: Recommended by the Nominating Committee and elected by the Association.
  - b. Term of office: One year. May succeed himself.
  - c. Reports to the Association.
2. Principal function: To gather and preserve historical records of the Association's life and work.
3. Duties
  - a. Collect and preserve historical data on the Association and its churches.
  - b. Prepare an historical sketch of each church entertaining the Association in annual session to be included in the minutes of that meeting.
  - c. Prepare a brief digest of historical information from the churches to be presented to and included in the minutes of each annual session.
  - d. Develop and recommend to the Association, policies and procedures regarding its historical materials.
  - e. Forward a copy of the minutes of the Association to the Wake Forest Historical Library for micro-filming and preservation.
4. Replacement - Should the office of Historian become vacant between annual sessions, it shall be filled by appointment of the Executive Committee.

H. Librarian

## 1. General information

- a. Method of selection: Recommended by the Nominating Committee and elected by the Association.
- b. Term of office: One year. May succeed himself.
- c. Reports to the Association.

## 2. Principal function: Directs and supervises the Library Program of the Association.

## 3. Duties

- a. Receives, catalogs and prepares for circulation all materials to be placed in the Associational library.
- b. Promotes church libraries to the churches and assists as he is able in instructing others and/or helping to establish church libraries.
- c. Reports annually to the Association to publicize materials for Church program use.

## 4. Replacement - Should the office of Librarian become vacant between annual sessions, it shall be filled by appointment of the Executive Committee.

## V. THE COMMITTEES

A. Executive Committee - See page 3.B. Finance Committee

## 1. General information

- a. Method of selection: Recommended by the Committee on Committees and elected by the Association.
- b. Membership: Six members from the membership of participating churches of whom not less than two shall be other than pastors. Moderator, Superintendent of Missions, Treasurer, serve ex officio.
- c. Term of office: Three years with one-third of the members' terms expiring each year. After serving a full three year term, member must rotate off for one year before returning to the committee.



- d. Frequency of meetings: As needed but in May-June for the preparation of a budget to be presented as information to the July meeting of the Associational Board.
  - e. Officers: Chairman, named by the Committee on Committees; Vice Chairman and Secretary named at the first meeting of the Committee in each new Associational year.
  - f. Reports to the Associational Board and the annual session of the Association.
2. Principal function: To assist the association in securing, administering, and reporting its finances.
3. Duties
- a. Shall plan and present to the Association an annual budget.
  - b. Shall have general oversight and administration of the financial affairs of the Association.
  - c. Make recommendations to the Executive Committee, Associational Board, or the Association in annual session, concerning proposed expenditures not included in the budget.
  - d. Develop and recommend to the Association financial policies and procedures.
  - e. Review expenditures periodically in terms of budget allocations and recommend budget adjustments to the Executive Committee.
  - f. Plan and direct the Association's budget subscription plan with the assistance of the Stewardship Committee.
4. Replacement: Vacancies occurring between annual sessions are to be filled by appointment from Committee on Committees.

#### Missions Committee

1. General information
- a. Method of selection: Recommended by the Committee on Committees and elected by the Association.
  - b. Membership: Six members from the membership of participating churches of whom not less than two shall be other than pastors. Moderator, Superintendent of Missions, Christian Social Ministries Director, ex-officio.
  - c. Term of Office: Three years with one-third of the members' terms expiring each year. After serving a full three year term, member must rotate off for one year before returning to the committee.

- d. Frequency of meetings: As needed.
  - e. Officers. Chairman, named by Committee on Committees; Vice Chairman and Secretary named at the first meeting of the Committee in each new Associational year.
  - f. Reports to the Executive Committee, Associational Board and the Annual Session of the Association.
2. Principal function: To assist the Association in determining the need for new Baptist work and ministry and assisting in the meeting of that need.
3. Duties
- a. Shall survey communities which appear to be in need of new Baptist work and ministry.
  - b. Seek to enlist churches to sponsor new work.
  - c. Give guidance and counsel in procuring temporary and permanent sites for locating such work in accord with Associational policy. (See Committee of Nine report, Appendix 1)
  - d. Make recommendations to the Association or its Associational Board as to the missionary needs which might be best met through cooperative efforts.
  - e. Shall advise with any group considering a new church and assist in organizing new churches.
  - f. Shall make recommendations to the Association concerning all churches under watchcare and referred to it by the Executive Committee. Such recommendations to come only after:
    - (1) Counseling with churches during period of watchcare.
    - (2) Examining carefully the credentials of such churches namely: their articles of faith; church covenant; polity, including constitution and by-laws; their relationship to the denomination; and monthly progress reports.
4. Replacement: Vacancies occurring between annual sessions are to be filled by appointment from Committee on Committees.

#### D. Nominating Committee

##### 1. General information

- a. Method of selection: Recommended by the Committee on Committees and elected by the Association.

- b. Membership: Six members from the membership of participating churches of whom not less than two shall be other than pastors. Moderator and Superintendent of Missions ex-officio.
  - c. Term of office: Three years with one-third of the members' terms expiring each year. After serving a full three year term, member must rotate off for one year before returning to the committee.
  - d. Frequency of meetings: As needed.
  - e. Officers: Chairman, named by Committee on Committees; Vice Chairman and Secretary named at the first meeting of the Committee in each new Associational year.
  - f. Reports to the Association in annual session.
2. Principal function: To lead in selecting all Association-elected leaders except staff members.
3. Duties
- a. Shall nominate at the annual meeting of the Association the officers of the Association and organizational officers as provided for in Articles V and VI of the Constitution.
  - b. Shall nominate at the annual meeting the Associational representatives for the various institutions and agencies of the Baptist State Convention of North Carolina.
  - c. Nominate special committees as assigned by the Association.
  - d. Provide all nominees with a copy of this Handbook to guide them in practice.
4. Replacement: Vacancies occurring between annual sessions are to be filled by appointment from Committee on Committees.

#### Annual Meeting Program Committee

##### 1. General information

- a. Method of selection: Recommended by the Committee on Committees and elected by the Association.
- b. Membership: Three members from the membership of participating churches of whom not less than one shall be other than pastors. Moderator and Superintendent of Missions, ex-officio.
- c. Term of office: Three years with one-third of the members' terms expiring each year. After serving a full three year term, member must rotate off for one year before returning to the committee.

- d. Frequency of meetings: As needed, but not later than April of a given year to begin planning for the annual session.
  - e. Officers: Chairman named by Committee on Committees.
  - f. Reports to the Association in annual session.
2. Principal function: To assist the Association in planning and conducting the sessions of the Association.
  3. Duties
    - a. Shall prepare a printed program for the annual meeting of the Association which shall be sent to all persons on the program and to all pastors at least thirty days before the annual meeting.
    - b. Enlist personnel as required for the Associational sessions.
    - c. Arrange for all facilities needed for the sessions, in co-operation with the moderator and the other program personnel.
    - d. Direct the enrollment of the messengers at the annual meeting.
    - e. Recommend the place or places for the next annual meeting to the Association in session.
    - f. Recommend the preacher and alternate for the annual sermon to be preached the following year to the Association in session.
  4. Replacement - Vacancies occurring between annual sessions are to be filled by appointment from Committee on Committees.

## F. Resolutions Committee

1. General Information
  - a. Method of selection: Recommended by the Committee on Committees and elected by the Association.
  - b. Membership: Three members from the membership of participating churches of whom not less than one shall be other than pastors. Moderator and Superintendent of Missions ex-officio.
  - c. Term of office: Three years with one-third of the members' terms expiring each year. After serving a full three year term, member must rotate off for one year before returning to the committee.
  - d. Frequency of meetings: As needed.
  - e. Officers: Chairman named by Committee on Committees.

f. Reports to the Association in annual session.

2. Principal function: To assist the Association in the study of resolutions for adoption by the Association, or the Associational Board.

### 3. Duties

a. Receive, review and recommend to the Association concerning all\*proposed resolutions.

\*All resolutions presented to the Association shall be referred to the Resolutions Committee, except that by a two-thirds vote of the messengers present on the first day of the Associational meeting, the rules may be suspended and a resolution may be taken up for immediate consideration.

b. Initiate resolutions or statements for the Association or the General Board when desirable.

4. Replacement: Vacancies occurring between annual sessions are to be filled by appointment from Committee on Committees.

## G. Stewardship Committee

### 1. General information

a. Method of selection: Recommended by the Committee on Committees and elected by the Association.

b. Membership: Three members from the membership of participating churches of whom not less than one shall be other than pastors. Moderator and Superintendent of Missions ex-officio.

c. Term of office: Three years with one-third of the members' terms expiring each year. After serving a full three year term, member must rotate off for one year before returning to the committee.

d. Frequency of meetings: As needed.

e. Officers: Chairman, named by Committee on Committees.

f. Reports to the Association in annual session.

2. Principal function: Promote the total program of Stewardship within the churches of the Association.

### 3. Duties

a. Provide stewardship training sessions and information for the churches regarding Biblical teachings on the stewardship of all of life.

- b. Assist the Finance Committee in the promotion of the Associational budget.
4. Replacement: Vacancies occurring between annual sessions are to be filled by appointment from Committee on Committees.

### Evangelism Committee

#### 1. General information

- a. Method of selection: Recommended by the Committee on Committees and elected by the Association.
- b. Membership: Three members from the membership of participating churches of whom not less than one shall be other than pastors. Moderator and Superintendent of Missions ex-officio.
- c. Term of office: Three years with one-third of the members' terms expiring each year. After serving a full three year term, member must rotate off for one year before returning to the committee.
- d. Frequency of meetings: As needed.
- e. Officers: Chairman named by Committee on Committees.
- f. Reports to the Association and/or the Associational Board.

#### 2. Principal function: Promote the total program of Evangelism within the churches of the Association.

#### 3. Duties

- a. Plan and promote an annual evangelism clinic, conference, forum or workshop within the Association for member churches.
- b. Promote attendance at the state conference on evangelism.
- c. Provide periodic workshops or clinics on soul winning.
- d. Encourage churches to take and keep perpetual census of their communities.
- e. To keep ever before the churches their need to hold annual or semi-annual revival services in their communities.
- f. Be a source of information for pastors and others concerning planning materials for revival services.

#### 4. Replacement: Vacancies occurring between annual sessions are to be filled by appointments from Committee on Committees.

## I. Christian Life and Public Affairs Committee

### 1. General information

- a. Method of selection: Recommended by the Committee on Committees and elected by the Association.
- b. Membership: Three members from the membership of participating churches of whom not less than one shall be other than pastors. Moderator and Superintendent of Missions ex-officio.
- c. Term of office: Three years with one-third of the members' terms expiring each year. After serving a full three year term, member must rotate off for one year before returning to the committee.
- d. Frequency of meetings: As needed.
- e. Reports to the Association and/or the Associational Board.

### 2. Principal function: To assist the Association in its work for the promotion of civic righteousness and social uplift.

### 3. Duties

- a. To study the issues which confront member churches and recommend to the churches, Executive Committee, Associational Board or the Association in annual session ways to support actions which increase civic righteousness and social uplift and ways to combat those which do not.
- b. In consultation with the Executive Committee and/or Associational Board make public statements concerning the issues which confront member churches.
- c. Initiate actions or be cooperative with other community organizations in increasing civic righteousness and social uplift within the Association's area of influence.
- d. Be cooperative with the committee's counterpart in the State and Southern Baptist Conventions.
- e. Be a source of information for pastors and others in this area of concern.

### 4. Replacement: Vacancies occurring between annual sessions are to be filled by appointment from Committee on Committees.

## J. Properties Committee

### 1. General information

- a. Method of selection: Recommended by the Committee on Committees and elected by the Association.



- b. Membership: Three members from the membership of participating churches of whom not less than one shall be other than pastors. Moderator and Superintendent of Missions ex-officio.
  - c. Term of office: Three years with one-third of the members' terms expiring each year. After serving a full three year term, member must rotate off for one year before returning to the committee.
  - d. Frequency of meetings: As needed.
  - e. Officers: Chairman named by Committee on Committees.
  - f. Reports to the Association and/or the Associational Board.
2. Principal function: Have general oversight of all property owned or leased by the Association.
3. Duties
- a. Inspect and inventory associational properties and provide proper insurance coverage.
  - b. Recommend to the Executive Committee the employment of maintenance personnel, and when employed, to train and supervise them.
  - c. Develop and initiate scheduled cleaning procedures for the Associational facilities.
  - d. Develop and recommend a program of preventive maintenance.
  - e. Develop and recommend, in cooperation with appropriate Associational leaders, policies and procedures for using Associational facilities and equipment.
  - f. Request and administer maintenance, furniture and equipment budget.
4. Replacement - Vacancies occurring between annual sessions are to be filled by appointment of Committee on Committees.

#### K. Ordination Committee

##### 1. General information

- a. Method of selection: Recommended by the Committee on Committees and elected by the Association.
- b. Membership: Six pastors. Moderator and Superintendent of Missions ex-officio.
- c. Term of office: Three years with one-third of the members' terms expiring each year. After serving a full three year term, member must rotate off for one year before returning to the committee.

- d. Frequency of meetings: As called for by participating churches.
  - e. Officers: Chairman, named by the Committee on Committees; Secretary, named as the committee meets to examine a candidate. Vice Chairman appointed by Chairman for each session of the committee when the chairman cannot be in attendance.
  - f. Reports to the church requesting the examination of a candidate and annually to the Association in annual session.
2. Principal function: Assist the Association with the examination and ordination of a candidate for the gospel ministry.
  3. Duties
    - a. As called upon by the churches, to call an ordination counsel for the purposes of examining a candidate for the gospel ministry.
    - b. To examine such a candidate in the areas of his conversion, call to preach, doctrinal beliefs, denominational cooperation, Christian service, education and plans for continuing education for the ministry, personal habits and life commitment.
    - c. Recommend to the churches concerning their candidate and assist with his ordination as required to report to the church and/or as called upon by the churches.
    - d. Encourage the church to provide ordination news to the Gaston Baptist Bulletin, Biblical Recorder and other publications, providing pictures when possible.
  4. Replacement - Vacancies occurring between annual sessions are to be filled by appointment of Committee on Committees.

#### L. Promotional Committee

1. General information
  - a. Method of selection: Serve by virtue of their election to an Associational office or committee.
  - b. Membership: Vice Moderator, Chairman of Executive Committee; Associational Directors of Sunday School, Church Training, Woman's Missionary Union, Brotherhood, Music. Moderator and Superintendent of Missions ex-officio.
  - c. Term of office: For the term for which they are elected to serve as (b) above.
  - d. Frequency of meetings: At least once per quarter.

- e. Officers: Chairman - Vice-Moderator; Secretary - Superintendent of Missions; Vice-Chairman - by appointment of Chairman when he cannot be in attendance.
  - f. Reports to the Association in annual session and as needed to the Executive Committee and Associational Board.
2. Principal function: To coordinate the activities of the Associational organizations.
3. Duties
- a. Plan and promote an Associational Calendar of activities.
  - b. Assist the Superintendent of Missions in preparing, publishing and distributing an annual calendar of activities to be presented to the Association in annual session for adoption.
  - c. After the adoption of the annual calendar by the Association, assist the Superintendent of Missions to prepare, publish and distribute a mimeographed or printed calendar to the churches for the calendar year beginning next after the Associational annual session.
  - d. To provide the Gaston Baptist Bulletin with needed information to promote attendance upon the various activities included in the calendar.
  - e. To promote through direct mail (as needed) attendance upon the suggested activities.
  - f. Serve as information source for pastors and others seeking knowledge concerning the activities.
4. Replacement - Vacancies occurring between annual session shall be filled in accord with the filling of the office which entitles the person to serve as a member of this committee.

M. Constitution Committee

1. General information
- a. Method of selection: Recommended by the Committee on Committees and elected by the Association.
  - b. Membership: Three members from the membership of participating churches. Moderator and Superintendent of Missions ex-officio.
  - c. Term of office: Three years with one-third of the members' terms expiring each year. After serving a full three year term, member must rotate off for one year before returning to the committee.

- d. Frequency of meetings: As needed.
  - e. Officers: Chairman - appointed by the Committee on Committees.
  - f. Reports to the Executive Committee and/or Associational Board and to the Association in annual session.
2. Principal function - Assist the Association in keeping the Constitution in line with practices and/or practices in line with the Constitution.
3. Duties
- a. Maintain a continuing study of the Association's constitution and by-laws and propose necessary changes as it relates to practices and terminology.
  - b. Proposals to amend the constitution must be submitted in writing to the Executive Committee at least thirty days prior to the annual meeting.
  - c. Proposals to amend the constitution must be read to the Association in annual session on the first day of meeting and passed by a two-thirds majority on the second day to become effective.
  - d. Proposals to amend the by-laws may be made at any annual meeting by a majority of the messengers present. No restrictions relative to presentation and acting upon as for the constitution.
  - e. Work with the parliamentarian in matters pertaining to practices and changing of the constitution.
4. Replacement - Vacancies occurring between annual sessions are to be filled by appointment from the Committee on Committees.

N. Committee on Committees

1. General information

- a. Method of selection: Appointed by the Moderator at the annual meeting of the Association.
- b. Membership: Six members of whom not less than two shall be other than pastors at all times. Moderator and Superintendent of Missions ex officio.
- c. Term of office: One year. May succeed themselves.
- d. Frequency of meetings: As needed.
- e. Officers: Chairman, Vice-Chairman and Secretary appointed by the Moderator.
- f. Reports to the Association in annual session, Associational Board, or Executive Committee.

2. Principal function: Assists the Association in staffing standing committees as above and special committees as authorized by the Association, or its Associational Board.
3. Duties
  - a. At least 60 days prior to each annual meeting make appointments to the standing committees of the Association as necessitated by rotation or vacancies.
  - b. Appoint special committees as soon as practicable after authorization of the Association, or the Associational Board.
  - c. Fill vacancies on the committees which may occur between annual sessions.
  - d. Provide Chairmen and members of the committees with copies of this Handbook to guide them in organization and practice.
  - e. Advise the Chairman of each committee to call an organizational and Handbook study meeting of his committee as soon as practicable after election by the Association.
  - f. Provide special committees with written instructions as per these articles.
4. Replacement - Vacancies occurring on the committee between annual sessions are to be filled by the moderator.

## 0. Special Committees

### 1. General information

- a. Method of selection: Recommended by the Committee on Committees and elected by the Association, its Associational Board, or Executive Committee between sessions of the Association or meetings of the Associational Board.
- b. Membership: As authorized by the Association or its Associational Board. Moderator and Superintendent of Missions, ex officio.
- c. Term of office: As stipulated at the appointment of the committee.
- d. Frequency of meetings: As needed to serve the purposes of the Association.
- e. Officers: As named by the Committee on Committees.
- f. Reports to the body authorizing its existence.

2. Principle function - As indicated in the written instructions provided committee members by the Committee on Committees.
3. Duties
  - a. To follow the explicit instructions of the authorizing body and to report to it before making recommendations to the Association in annual session.
4. Replacement - Vacancies occurring on the committee between sessions of the authorizing body are to be filled by appointment from the Committee on Committees.

P. Personnel Committee - A Sub-committee of the Executive Committee.

1. General information
  - a. Method of selection: Appointed jointly by the Chairman of the Executive Committee, Moderator and Vice-Moderator.
  - b. Membership: Three members of the Executive Committee, Moderator and Superintendent of Missions ex-officio.
  - c. Term of office - One year. May succeed themselves when continuing a term of membership on the Executive Committee.
  - d. Frequency of meetings: Monthly or as needed.
  - e. Officers: Chairman, Vice Chairman and secretary.
  - f. Reports to the Executive Committee.
2. Principal function: To assist the Association in paid and volunteer staff personnel administration.
3. Duties
  - a. Survey need for Associational staff positions.
  - b. Prepare and update as necessary position descriptions for all staff personnel.
  - c. Prepare and maintain a Handbook relating to the Association's staff positions, organization, officers, committees and general information as it relates to carrying out the work of the Association.
  - d. In full cooperation with the Superintendent of Missions, recruit, interview, and recommend to the Executive Committee employment of all new staff personnel.
  - e. Before June of each year have had at least one evaluation session with each employee in line with Job Description, and hear suggestions from the employee for improving the work or relationships which have already been discussed with the immediate supervisor but not acted upon.

- e. Develop and recommend salaries and benefits for employed staff personnel to the Executive Committee to recommend to the Finance Committee.
  - f. Develop and recommend to the Executive Committee policies and procedures for paid and volunteer staff personnel administration.
4. Replacement - By the appointment committee as above and as vacancies occur on the sub-committee of the Executive Committee.

## VII. ORGANIZATIONAL OFFICERS

A. Directors of: Sunday School, Church Training, Woman's Missionary Union, Brotherhood and Church Music, and related Associational staff.

### 1. General information

- a. Method of selection: Recommended to the Nominating Committee by the Organization. Nominating Committee recommends to the Association in annual session and elected by that body.
- b. Membership - Each director provides nominating committee with a complete list of program organizational officers to be presented to and elected by the Association.
- c. Term of office: One year. May succeed themselves.
- d. Frequency of meetings: As needed.
- e. Officers: To meet the need of each organization.
- f. Reports to Associational Board and the annual meeting.

2. Principal function: To assist the Association in each related program of work, determining course and coordination.

### 3. Duties

- a. Provide clinics, courses, training sessions, leadership schools, annual sessions or other such meetings on an Associational basis to provide helps for members of participating churches in the areas of administration, guidance, understanding, inspiration, information or as may be deemed necessary by the program organization.
- b. Provide similar helps within local churches as requested and as volunteer time permits.
- c. Cooperate with the Baptist State Convention of North Carolina and Southern Baptist Convention in projecting programs designed to help member churches in the areas of program organizational interests.



- d. Promote attendance by members of participating churches at State, Regional, Southwide conferences, conventions, camps, assemblies, seminars, etc., which may be helpful in carrying out the work of the program organization in the churches, or inspirational, informational or generally helpful to the participant.
  - e. Serve as a speaker's bureau or information service in the area of the officer's specialty.
  - f. Meet regularly with the Promotional Committee to coordinate the work of all the organizations, plan, evaluate and to promote work, which would help the churches perform their tasks.
  - g. Use individual organization officers in the carrying out of these responsibilities.
  - h. Work closely with the Superintendent of Missions in the carrying out of these duties.
4. Replacement: Vacancies occurring between annual meetings shall be filled by the Promotional Committee.

#### VIII. INSTITUTIONAL REPRESENTATIVES

##### A. Homes for the Aging, Children's Homes, Baptist Hospital and Christian Education.

##### 1. General information

- a. Method of selection: Recommended by the Nominating Committee and elected by the Association.
- b. Membership - One representative for each agency or institution requesting such a representative within the Association.
- c. Term of Office: One year. May succeed themselves.
- d. Frequency of meeting: As called by the agency.
- e. Officers: None - only the representative but he may choose other persons to assist if so needed.
- f. Reports to the Associational Board and annual session.

##### 2. Principal function: To assist the Agency or Institution which he represents in contacting churches with their message.

##### 3. Duties

- a. Attend annual Institutional Representation orientation meeting of the Agency or Institution as invited.

- b. Represent the Agency or Institution within the Association in informing and creating interest.
  - c. Lead the Association in planning and promoting the annual offering for the Institution or Agency:
    - (1) Homes for Aging - Third Sunday in February.
    - (2) Baptist Hospital - Mother's Day.
    - (3) Christian Education - Father's Day.
    - (4) Children's Home - Thanksgiving.
  - d. Be knowledgeable and provide information for members of participating churches who wish to make use of the institution or agency.
  - e. Be willing, as called upon and as volunteer time permits, to speak in the churches and/or Association on behalf of the institution or agency.
  - f. Prepare and present to the annual meeting a report of the institution or agency including pertinent data as to Associational participation in their programs.
  - g. Work closely with Superintendent of Missions in the carrying out of these duties.
4. Replacement: Vacancies occurring between annual meetings shall be filled by the Executive Committee.

## VI. EMPLOYED STAFF

### Superintendent of Missions

#### 1. General information

- a. Method of selection: Recommended by the Personnel Committee to the Executive Committee which recommends to the Associational Board or to the Association for employment.
- b. Term of office: Indefinite. Should the Superintendent or the Association desire to terminate the relationship, the party desiring such change shall give to the other written notice of at least thirty days, unless otherwise mutually agreed with both Superintendent and the Association seeking to follow the will of God and the leadership of the Holy Spirit.

2. Principal function: To lead in planning, establishing, coordinating, conducting, and evaluating the Association's work in accordance with the Constitution and By-Laws of the Association.

3. Duties

- a. Work with the Personnel Committee in recommending employment of all staff personnel and giving proper supervision to them upon employment.
- b. Ex-officio, non-voting, on all committees of the Association, assists them in a consultative, advisory nature.
- c. As chief administrative officer of the Association, he consults, and reports monthly to the Executive Committee regarding his directing and administrating the Associational Missions program.
- d. Works closely with all officers of the Association, giving guidance and assistance as it may be requested by the officer.
- e. In consultation with the Promotional Committee, produce, and publish the Gaston Baptist Bulletin and an annual calendar.
- f. Visit the churches as regularly as possible to promote the Associational Missions program and to help churches strengthen their own work. An honorarium is not required for visits of this nature, but any given for one service are to be turned over to the Association's General Fund. Honorariums may be retained by the Superintendent for more than one service of this nature in the same church.
- g. Promote and plan an annual Pastors' Retreat and work with the Pastors in fostering fellowship among them.
- h. Attend conferences, conventions, etc., to which he may be invited with reference to budget allowances for these purposes and his knowledge of the best use of his time.
- i. Assist the Home Mission Board of the Southern Baptist Convention and the Baptist State Convention of N. C. in not more than two World Missions Conferences annually at the expense of the inviting body.
- j. Be a source of information to all inquirers relative to Baptist life and work, programs, organization, methods, etc.
- k. Maintain fraternal relationships with the Superintendents of Missions, officers, state personnel, SBC personnel and others outside the Association which would lead to the mutual benefit of that body and the Gaston Baptist Association.
- l. Maintain good relationships with news media within the Association in order to promote good public relations and favorable publicity for our mission.

- m. Be available as speaker for business, civic and other religious groups in the area as time permits.
- n. Direct a Seminary Extension or other study program as interest or need demands.
- o. Handle personal correspondence, promotional mail, and telephoning pertinent to his work.
- p. Hold office conferences as needed.
- q. Assist Associational Officers, Committees, and heads of organizations to get out promotional mail pertinent to their work.
- r. Working hours: As agreed upon on employment.

#### 4. Benefits

- a. Salary and fringe benefits as provided in the Associational budget at time of employment or subsequent annual reviews.
- b. Personal leave time: One day per week; five days at Christmas; two weeks vacation; five holidays: Easter Monday, July 4, Labor Day, Thursday and Friday of Thanksgiving week. Sick leave as needed.
- c. Not more than two weeks for revivals or work with other Christian groups outside the Association.
- d. Time as may be required to serve as an elected officer, committee member, etc. on the Boards, Agencies, Commissions of cooperating bodies as work schedule permits.

#### 5. Reporting: To and works under the guidance of the Executive Committee.

### B. Director of Christian Social Ministries

#### 1. General information

- a. Method of selection: The Personnel Committee works closely with Director of the Department of City and Metropolitan Missions of the Baptist State Convention of North Carolina in recruiting and recommending to the Executive Committees of the Association and State Convention the person to be named for election. The Executive Committee of the Association recommends to the Associational Board or the Association in session for election. The Executive Committee of the BSC elects. The joint decision of the two bodies is transmitted to the Home Mission Board of the SBC for approval. When all three co-sponsors concur, election has taken place.

- b. Term of office: Indefinite. Should the CSM Director or the co-sponsors desire to terminate the relationship, the party or parties desiring such change shall give to the other written notice of at least thirty days, unless otherwise mutually agreed with both Director and co-sponsors seeking to follow the will of God and the leadership of the Holy Spirit.
  - c. Working hours: As included in Agreement (Appendix II).
2. Principal function: To provide administrative and field direction toward achieving the objectives of a ministry of Christian love in the churches of the Association and the areas which they serve, by applying Christian principles to man and society that God's purposes may be achieved.
3. Duties
- a. To serve as a liaison between churches, home, courts, and community agencies within the Gaston Baptist Association.
  - b. Survey, discover and pinpoint community needs and to initiate community action by channeling the churches' efforts in meeting the need.
  - c. Serve as Supervisor of the program and services of the Gaston Baptist Center and to direct the establishment of other centers as surveys may bring to light the areas of need. He is to supervise the training of all volunteer workers needed to staff all centers.
  - d. Serve as a consultant for pastors and church leaders involved in meeting mission needs of the church community and to promote the total Christian Social Ministries program through the Association's member churches by maintaining good relationships and speaking and/or working in the churches whenever possible.
  - e. Recruit, screen and train volunteers who will respond to immediate calls for assistance in the known areas of Mission Action need. The Director will maintain a file on such individuals so trained and will supervise these trained volunteers through a Christian Social Ministries Council which will give proper emphasis and continuity to all ministries established.
  - f. Promote, coordinate and offer leadership assistance to churches involved in or moving into the following ministries: day care, kindergarten, club organizations, adult education classes, sewing and cooking, art, music, citizenship programs, library, literacy courses, tutoring and study halls.
  - g. Assist church groups to become involved in Mission Action.

- h. Work in cooperation with the Association's Representative and local area representatives of N. C. Baptist Children's Homes, Inc., in securing foster home care and/or in cooperation with local social agencies. Temporary foster home care may be supplied as emergency measure.
- i. To encourage and coordinate physical welfare clinics through the aid of competent assistance of local doctors, nurses welfare or other social agencies designed to assist human good.
- j. Counsel and cooperate with the co-sponsors in the execution of the work of the Christian Social Ministries program.
- k. Supervise all personnel employed as to work in the Christian Social Ministries department in accord with their job description.
- l. With the Director of City and Metropolitan Missions Department of the Baptist State Convention of N. C., plan and promote an Annual Associational Spring Workshop or Conference in the areas of his responsibility, and to assist as called upon in planning and promoting State-wide meetings in this area.
- m. Attend co-sponsor's conferences, workshops, etc., as time, work work responsibilities and convention expenses may permit.
- n. Compile all records and report monthly to the Association and (two copies) to the City and Metropolitan Missions Department of the Baptist State Convention of N. C.
- o. Serve ex-officio, non-voting, on the Executive Committee and Missions Committee.
- p. Attend monthly staff meeting of employed personnel, quarterly Associational Board meeting, and annual Associational meeting.
- q. Assist the Home Mission Board of the Southern Baptist Convention and the Baptist State Convention of N. C. in not more than two World Missions Conferences annually at the expense of the inviting body.
- r. Visit the churches as regularly as possible to promote the Associational Missions program and to help churches strengthen their own work. An honorarium is not required for visits of this nature, but any given for one service are to be turned over to the Association's General Fund. Honorariums may be retained by the Director of Christian Social Ministries for more than one service in the same church.

#### 4. Benefits

- a. Salary and fringe benefits as agreed upon with co-sponsors and included in the budgets of the co-sponsors at time of employment or annual review.
  - b. Two weeks paid vacation, five days at Christmas and the following holidays: Easter Monday, July 4, Labor Day, Thursday and Friday of Thanksgiving Week. Sick leave as needed.
  - c. Encouraged to take one day per week for his own relaxation and personal refreshment.
  - d. Not more than two weeks for revivals or work with other Christian groups outside the Association.
  - e. Time as may be required to serve as an elected officer, committee member, etc. on the Boards, Agencies, Commissions of cooperating bodies as work schedule permits.
5. Reporting: Written to Executive Committee and Director of City and Metropolitan Missions Department of Baptist State Convention of N. C. Field supervision is under the Superintendent of Missions of the Gaston Baptist Association in accord with the Constitution and By-Laws of the Association, Job Description and Agreements with the co-sponsors. (Agreement, Appendix II)

#### C. Caseworker Christian Social Ministries

##### 1. General information

- a. Method of selection: Director of CSM in consultation with Superintendent of Missions and Personnel Committee recruits and recommends through the Personnel Committee to the Executive Committee which approves employment.
  - b. Term of office: Indefinite. Should the Caseworker or the Association desire to terminate the relationship, the party desiring such change shall give to the other written notice of at least thirty days, unless otherwise mutually agreed with both Caseworker and the Association seeking to follow the will of God and the leadership of the Holy Spirit.
  - c. Working hours: As agreed upon at time of employment; however, they are subject to change as need and work load may require.
2. Principal function: To have general charge of interviewing and supplying physical and spiritual needs of those seeking aid.
3. Duties
- a. Enlist churches to provide appropriate aid (clothing, food, furniture, housing, medicine, etc.) for persons in need.

- b. Recruit volunteers for sizing, storing and distributing aid as deposited with the Association for use.
- c. With Director of Christian Social Ministries, train and supervise all volunteers recruited.
- d. Provide transportation for volunteers as needed in fulfilling their volunteer assignments.
- e. Encourage churches and others to deliver donations of goods, food and materials to the Association's warehouse but to provide pick-up service when deliveries cannot be made to the Association.
- f. Investigate all cases referred to the caseworker and determine amount of physical and spiritual needs to be supplied by the Association, and meet the need as resources permit.
- g. Follow up cases for connection with churches when possible.
- h. Follow up cases for connection with employers and/or other referral agencies for employment and more permanent assistance in the areas of discovered need.
- i. Maintain a file on all cases for research and disposition to provide a resource for member churches when they may be called upon to help the same case. Publicize the existence of the file and encourage churches to make use of it.
- j. Attend monthly staff meeting, quarterly Associational Board, and annual Associationally meeting and CSM conference. Attendance at other meetings required only as expenses are provided by the Association or body requesting attendance.
- k. Speak in the churches as personal time and schedule may permit. Honoraria not required, but if given, may be retained.
- l. On the approval of the Director of Christian Social Ministries, serve not more than two weeks annually with other Christian bodies outside the Association in areas associated with employment.
- m. As the Director of Christian Social Ministries may request, to assist in the total Christian Social Ministries' program as time and need may dictate.

#### 4. Benefits

- a. Salary and fringe benefits as agreed upon at the time of employment and included in the Association's budget or amended in annual review.
- b. One week's paid vacation in first year of employment, two weeks thereafter; one week at Christmas and the following holidays: Easter Monday, July 4, Labor Day, Thursday and Friday of Thanksgiving Week. One week sick leave (non-cumulative and not to be taken as added vacation).



- c. Time as may be required to serve as an elected officer, committee member, etc. on the Boards, Agencies, Commissions of cooperating bodies as work schedule permits.

5. Reporting: Works under the supervision of and makes written reports to the Christian Social Ministries Director.

D. Coordinator of Gaston Baptist Center

### 1. General Information

- a. Method of selection: Director of Christian Social Ministries in consultation with Superintendent of Missions and Personnel Committee recruits and recommends through the Personnel Committee to the Executive Committee which approves employment.
  - b. Term of office: Indefinite. Should the Coordinator or the Association desire to terminate the relationship, the party desiring such change shall give to the other written notice of at least thirty days, unless otherwise mutually agreed with both Coordinator and the Association seeking to follow the will of God and the leadership of the Holy Spirit.
  - c. Working hours: As agreed at the time of employment, however, hours are subject to change as need and work load may require.
2. Principal function: Plan and carry out the program of the Gaston Baptist Center under the direction of the Director of Christian Social Ministries.

### 3. Duties

- a. Plan, schedule and perform the program of the Center within limits of time and available assistance to carry it out.
- b. Recruit volunteers for assistance in the program.
- c. With the Director of Christian Social Ministries train and supervise all volunteers recruited.
- d. Provide transportation for volunteers as needed in fulfilling their volunteer assignments.
- e. Provide the Director of Christian Social Ministries with a weekly schedule of the Center program plans and volunteers to be used.
- f. Refer matters of maintenance and changes or needs in the Center building structure to the Director of Christian Social Ministries.
- g. Work closely with the Pastor of Ozark Mission in meeting spiritual needs of patrons of the Center who may not attend the Mission's programs.

- h. Refer all matters of physical help of the patrons to the Association's CSM Caseworker and/or the Director of Christian Social Ministries.
- i. Be on duty at the Center 8:00 - 4:00, Monday through Friday, except at times agreed upon with the Director of Christian Social Ministries and recorded in weekly schedule. Emergency matters excluded but reported in monthly report.
- j. Reserve one afternoon for planning menus, programs, purchasing supplies and enlisting volunteers.
- k. Reserve one morning for preparing reports and assisting volunteers and/or employed personnel in the performance of the morning program.
- l. The balance of the week is to serve as Coordinator/Teacher in the Day Care program, working in and supervising other employees and/or recruited volunteers in the total performance of the Day Care Ministry.
- m. Maintain adequate records on children enrolled in Day Care program such as: health records; attendance; insurance coverage; payment of fees; observed mental, social and spiritual growth, etc.
- n. Report weekly to Director of Christian Social Ministries: Attendance at all Center functions; daily attendance of Day Care children; receipts from Day Care.
- o. Turn in weekly to Director of Christian Social Ministries: An account of all charge purchases made for Center use and Day Care use.
- p. Attend monthly staff meeting, quarterly Associational Board, and annual Associational meeting and CSM conference. Attendance at other meetings required only as expenses are provided by the Association or body requesting attendance.
- q. Speak in the churches as personal time and schedule may permit. Honoraria not required, but if given, may be retained.
- r. On the approval of the Director of Christian Social Ministries, serve not more than two weeks annually with other Christian bodies outside the Association in areas associated with employment.
- s. As the Director of Christian Social Ministries may request to assist in the total Christian Social Ministries program as time and need may dictate.

#### 4. Benefits

- a. Salary and fringe benefits as agreed upon at the time of employment and included in the Association's budget or amended in annual review.
  - b. One week's paid vacation in first year of employment, two weeks thereafter; one week at Christmas and the following holidays: Easter Monday, July 4, Labor Day, Thursday and Friday of Thanksgiving Week. One week sick leave (non-cumulative and not to be taken as added vacation).
  - c. Time as may be required to serve as an elected officer, committee member, etc. on the Boards, Agencies, Commissions of cooperating bodies as work schedule permits.
5. Reporting: Works under the supervision of and makes written reports to the Christian Social Ministries Director.

#### E. Teacher - Day Care Program

##### 1. General information

- a. Method of selection: Director of CSM in consultation with Coordinator of Gaston Baptist Center and Personnel Committee, recruits and recommends through the Personnel Committee to the Executive Committee which approves employment.
  - b. Term of office: Indefinite. Should the Teacher or the Association desire to terminate the relationship, the party desiring such change shall give to the other written notice of at least thirty days, unless otherwise mutually agreed with both Teacher and the Association seeking to follow the will of God and the leadership of the Holy Spirit.
  - c. Working hours: As agreed at time of employment; however, hours are subject to change as need and work load may require.
2. Principal function: To plan and carry out the entire program for the hours an age group is entrusted to her care.
3. Duties
- a. In consultation with Center Coordinator, plan work activity for the hours as scheduled.
  - b. Be in charge of and work with the children for the hours as scheduled.
  - c. Volunteers recruited to assist will be used with the full knowledge of the Director, and trained in cooperation with the Director.
  - d. Needed supplies for teaching, etc. will be secured through the Center Coordinator or with the Coordinator's approval if reimbursement is to be sought.

- e. Attend monthly staff meeting, quarterly Board meeting, annual Associational meeting, and Christian Social Ministries Conference when possible.
- f. Cooperate with full Day Care Staff in the total care of all the children.
- g. Assist the Director in maintaining adequate records on all the children.

#### 4. Benefits

- a. Salary and fringe benefits as agreed upon at the time of employment and included in the Association's budget or as amended in annual review.
- b. One week paid vacation in first year of employment, two weeks thereafter; one week at Christmas and the following holidays: Easter Monday, July 4, Labor Day, Thursday and Friday of Thanksgiving Week. One week sick leave (non-cumulative and not to be taken as added vacation).

#### 5. Reporting: Works under the supervision of and reports to the Coordinator of the Gaston Baptist Center.

### F. Custodian

#### 1. General information

- a. Method of selection: Properties Committee in consultation with Superintendent of Missions and Personnel Committee, recruits and recommends through the Personnel Committee to the Executive Committee which approves employment.
- b. Term of office: Indefinite. Should the Custodian or the Association desire to terminate the relationship, the party desiring such change shall give to the other written notice of at least thirty days, unless otherwise mutually agreed with both Custodian and the Association seeking to follow the will of God and the leadership of the Holy Spirit.
- c. Working hours: As agreed at time of employment; however, hours are subject to change as need and work load may require.

#### 2. Principal function: To be in charge of cleaning and minor maintenance, and keeping all program buildings of the Association ready for use.

#### 3. Duties

##### a. Office building

- (1) Daily - empty trash, dust offices as needed, clean floors, check and clean Rest Rooms as needed, clean kitchen, secure building and keep watch through night hours.

- (2) Weekly - Deep clean as above but adding mopping and vacuuming all floors. Mow grass (in season) and keep grounds clear of debris.
- (3) Periodic - Strip floors and re-wax as needed. Keep windows clean. Set up basement for meetings as needed. Be responsible for maintenance but doing odds and ends of minor maintenance.

b. Gaston Baptist Center

- (1) Twice Weekly - Remove trash and mop floors.
- (2) Periodic - Rewax floors.

c. Miscellaneous

- (1) Required to live in house adjacent to Associational Office Building.
- (2) When office is closed, to keep unauthorized cars from parking. After checking such cars, if the occupants need to enter the building, to use his own judgment in permitting entrance but when in doubt to call the Superintendent of Missions or Director of Christian Social Ministries.
- (3) Be available as personal time permits to offer key service to those who may have failed to pick up keys for authorized use.
- (4) Be available for those who have authorized use of kitchen and dining room facilities to render general assistance in setting up for and cleaning up after such meetings. For non-associational meetings, he will be paid extra in accord with agreement with Properties Committee.

4. Benefits

- a. Salary and fringe benefits as agreed upon at the time of employment and included in the Association's budget, or as amended in annual review.
- b. One week paid vacation in first year of employment, two weeks thereafter; one week at Christmas and the following holidays: Easter Monday, July 4, Labor Day, Thursday and Friday of Thanksgiving Week. One week sick leave (non-cumulative and not to be taken as added vacation).

- 5. Reporting: Works under the Properties Committee but reports to it through the Superintendent of Missions unless he cannot be reached for emergency matters, then directly to the Chairman of the Committee, except as c. Miscellaneous (2) above.

## G. General Secretary

### 1. General information

- a. Method of selection: Superintendent of Missions in consultation with Personnel Committee recruits and recommends to the Executive Committee which approves employment.
- b. Term of office: Indefinite. Should the Secretary or the Association desire to terminate the relationship, the party desiring such change shall give to the other written notice of at least thirty days, unless otherwise mutually agreed with both the Secretary and the Association seeking to follow the will of God and the leadership of the Holy Spirit.
- c. Working hours: As agreed at the time of employment; however, hours are subject to change as need and work load may require.

- 2. Principal function - To assist the Superintendent of Missions in assignment and carrying out of the total administrative functions of the Associational office.

### 3. Duties

- a. Serve as correspondence secretary to the Superintendent of Missions and Director of Christian Social Ministries.
  - (1) Receive and distribute incoming mail.
  - (2) Prepare correspondence for signatures.
  - (3) Stamp all mail other than bulk mailings and prepare for delivery to Post Office.
  - (4) Maintain adequate filing system.
- b. Serve as receptionist and telephone operator.
  - (1) Receive all visitors to the Associational office and refer to proper persons to meet their needs.
  - (2) Receive incoming telephone calls, answer inquiries, and where necessary, refer matters for handling.
- c. Serve as Audio-visual Library Associate.
  - (1) Book and check out all audio-visual materials as requested.
  - (2) Check in materials as they are returned.
- d. Assist Superintendent of Missions in preparing copy, layout, and paste up of the Gaston Baptist Bulletin and annual Calendar.
- e. Assist Superintendent of Missions and Associational Clerk in production of Annual Minutes.
- f. Attend monthly staff meeting of employed personnel, quarterly Associational Board meeting, and annual Associational meeting.

### 4. Benefits

- a. Salary and fringe benefits as agreed upon at the time of employment and included in the Association's budget or amended in annual review.
- b. One week's paid vacation in first year of employment, two weeks thereafter; one week at Christmas and the following holidays: Easter Monday, July 4, Labor Day, Thursday and Friday of Thanksgiving Week. One week sick leave (non-cumulative and not to be taken as added vacation).
- c. Time as may be required to serve as an elected officer, committee member, etc. on the Boards, Agencies, Commissions of cooperating bodies.

5. Reporting: Works under the supervision of and reports to the Superintendent of Missions.

H. Promotional Secretary-Bookkeeper

1. General Information

- a. Method of selection: Superintendent of Missions in consultation with personnel Committee recruits and recommends to the Executive Committee which approves employment.
- b. Term of office: Indefinite. Should the Promotional Secretary-Bookkeeper or the Association desire to terminate the relationship, the party desiring such change shall give to the other written notice of at least thirty days, unless otherwise mutually agreed with both the Promotional Secretary-Bookkeeper and the Association seeking to follow the will of God and the leadership of the Holy Spirit.
- c. Working hours: As agreed at the time of employment; however, hours are subject to change as need and work load may require.

2. Principal function: To assist with general promotional materials, keep the Associational records of receipts and disbursements and to have general charge of machine room operations.

3. Duties

- a. Serve as secretary to the Associational Treasurer and in consultation with the Superintendent of Missions.
- b. Keep all financial records and prepare monthly Treasurer's report.
- c. Serve as back-up telephone operator and/or receptionist.
- d. Keep mailing plates up-to-date and address all mail requiring multiple addressing.

- e. Prepare bulk mailings for delivery to the post office.
- f. Operate mimeograph equipment - cutting, running stencils.
- g. Operate folding equipment, copier and instruct others, as requested, to use all office equipment on behalf of member churches.
- h. Assist Superintendent of Missions in preparing copy, layout, and paste up of the Gaston Baptist Bulletin and annual Calendar.
- i. Assist Associational Clerk and Superintendent of Missions in production of Annual Minutes.
- j. Attend monthly staff meeting of employed personnel, quarterly Associational Board Meeting, and annual Associational meeting.

#### 4. Benefits

- a. Salary and fringe benefits as agreed upon at the time of employment and included in the Association's budget or amended in annual review.
- b. One week's paid vacation in first year of employment, two weeks thereafter; one week at Christmas and the following holidays: Easter Monday, July 4, Labor Day, Thursday and Friday of Thanksgiving Week. One week sick leave (non-cumulative and not to be taken as added vacation).
- c. Time as may be required to serve as an elected officer, committee member, etc. on the Boards, Agencies, Commissions of cooperating bodies.

#### 5. Reporting: Works under the supervision of and reports to the Superintendent of Missions.



## IX. GENERAL STAFF POLICIES

## NOT OTHERWISE COVERED

A. All employees except the Superintendent of Missions and Director of Christian Social Ministries are on hourly wages.

B. Office Hours are 8:30 - 4:30.

Center Hours are 8:00 - 4:00.

If the employee takes lunch on duty, this is the extent of the work day. Time away during these hours for lunch must be added to the beginning or the end of the day.

Two attendants must be on duty at all times at each facility with the exception of 8 - 9 at the Center, unless arranged with supervisor.

This is for the mutual protection and helpfulness of each employee.

C. Personal time away from the job other than lunch hour must be approved by immediate supervisor and made up at his discretion.

D. Hourly employees who work half time or more, with the exception of Day Care Teachers and the Custodian, will have expenses provided to attend Home Missions Week at Ridgecrest at the rate of \$10 per day up to six days, including travel. Each person will be responsible for making his own reservation; those not attending will be expected to be on the job as usual during this week. Part-time employees will be assisted in attending as funds may become available.

Expenses for Day Care Teachers will be provided to specialized conferences or workshops at the discretion of the Director of Christian Social Ministries in consultation with the Coordinator of the Baptist Center and Day Care Work.

E. Hourly employees wanting time to attend a State or Southern Baptist Convention, conference, etc. must make request 30 days prior to the meeting date. All requests will be taken and priority given with the following considerations:

a. First request for date.

b. Scheduling and personnel to replace absent employee.

c. Last Absence for this purpose.

Time will be granted with pay in accord with this criteria and no more than one hourly employee being away from a given division of work at one time. Presently no expense money can be granted for this purpose.

F. During the preparation of the Annual, all employees will assist as needed.

## APPENDIX I

Report of Special Committee of Nine

## APPENDIX II

Christian Social Ministries Agreement

## APPENDIX III

Articles of Faith

## APPENDIX I

### REPORT OF SPECIAL COMMITTEE OF NINE Gaston Baptist Association 1961

The assignment of this Committee is stated in the Associational Minutes as follows: "to study the matter of recommending guiding principles in the establishing of missions, the organizing of missions into churches, and the relationship of the Association to the churches under its watchcare."

The work of this Committee thus falls into three divisions:

1. Principles for the establishment of missions
2. Principles for the organizing of missions into churches
3. Principles underlying the relationship of the Association to the churches under its watchcare.

The Committee, after study and discussion, feels that the following principles are operative in this phase of our co-operative efforts:

1. The Association, as an autonomous body, has responsibility in this area. The Preamble to our Constitution clearly sets forth this responsibility.

2. Each church in the Association is an autonomous body, to which no other body can dictate so far as its internal workings are concerned.

3. The work of the churches in the Association is a voluntary, co-operative effort, and as such needs some stated policies by which to be guided, for without such policies our efforts may become anarchy.

4. The Association, as an autonomous body, has the right and privilege, indeed the responsibility, of determining the requirements for membership, and the standards of action and conduct which member churches shall maintain.

On the basis of these principles, the Committee recommends that the following guiding principles or policies within each division be adopted:

#### I. PRINCIPLES FOR THE ESTABLISHING OF MISSIONS

1. The Association recognizes and assumes the responsibility for seeking out locations where Baptist work is needed, and where mission stations ought to be established. The Association should use the Associational Promotional Director, and the Missions Committee, as the individuals on whom this task should fall.

2. Whenever the Association, through its Missions Committee, determines that a mission is needed in a given area, a member church, or churches, should be asked to assume leadership in the establishment and operation of such a mission.

3. It is recognized that the churches are also responsible for seeking out locations where there is need. They are not limited, or hindered in any way in seeking out and locating places of need because of Paragraph 1.

4. The churches which contemplate the establishment of a mission, or missions, should inform the Mission Committee of intentions and plans, so there will be no duplication of effort, and no misunderstandings.

5. Churches planning to establish missions should be asked to make a thorough survey of the territory before any mission is begun. They are advised to seek help from the Church Development Department of the Baptist State Convention, and from the Associational Promotional Director. This survey should seek information of the following nature:

- (1) The number of people to be served - Baptist population and total population.
- (2) The projected and anticipated growth of the area.
- (3) The Proximity of existing churches and/or missions, with number of people who seem likely to continue to attend these.
- (4) Availability of suitable housing and facilities for a mission.
6. Great care should be exercised in the purchase, or acceptance, of property for a mission:
  - (1) Property should be centrally located and should lie well.
  - (2) Land area should be adequate for immediate and future growth, providing ample area for buildings, recreation, parking, etc.
  - (3) Property should have a clear title, with no restrictions as to use, nor any entailment, such as a reverting clause; deed should be in fee simple.

7. Great care should be exercised in the choice of leadership for the mission. The fostering church should provide adequate leadership for all areas of work, in the beginning. Every effort should be made to ground the people in Baptist doctrine, polity, practice, spirit, etc.

8. The mother church should make every effort to establish close and warm relationships with the mission and its members:

- (1) Members should be constantly aware, by virtue of church actions and attitudes, that they are members of the church;
- (2) The sponsoring church should elect all officers and leaders;
- (3) The church should help the mission in its planning and promotion;
- (4) The church should handle carefully all funds given by mission members, and see that they know exactly how their monies are being used; printed, or mimeographed monthly financial reports should be provided.
- (5) Every possible occasion for bringing the church and the mission together in activities should be used, so as to develop fellowship and unity.

## II. PRINCIPLES FOR ORGANIZING MISSIONS INTO CHURCHES

1. The sponsoring church should gradually transfer leadership from "church" members to "mission" members. The church might even elect two or three men to serve as "deacons", choosing them from the mission members, and using them as liaison members.

2. The church should lead the mission to have a full program of organized work - graded Sunday School, Training Union, W.M.S., Brotherhood and Music.

3. The church should seek to develop the members of the mission in the doctrine and grace of stewardship.

4. Care should be taken to assure that the mission can be a self-sustaining church, before organizing into a church.

5. The sponsoring church should see that the mission members are carefully and thoroughly indoctrinated in Baptist doctrines, practices, etc.

6. The church should lead the mission to the adoption of a workable and worthy Budget, in which the Co-operative Program is included.

7. If it is intended that the mission will become a member church in the Gaston Baptist Association, the sponsoring church should see that the mission members understand fully the co-operative efforts of Baptists, that they are missionary in spirit, and that they are loyal to Baptist tenets.

8. The mission should be helped, before being organized into a church, to know the best methods of calling a pastor, of electing deacons and other workers, and of carrying on the internal work of a church. The Associational Promotional Director, and/or the Associational Council should be invited to assist in this area.

9. The sponsoring church and the Associational Council should work closely together in the training and the organization of the new church.

### III. PRINCIPLES UNDERGIRDING THE RELATIONSHIP OF THE ASSOCIATION TO CHURCHES UNDER ITS WATCH-CARE

1. It should be recognized by all churches in the Association, and by their members, that whereas the church is an autonomous body, to which no other group can dictate in its internal affairs, the same is also true of the Association; it is an autonomous body, and has the same privileges in accepting members that the church has for its members. The Association has the right and the obligation to set the requirements for membership within the body. The church which desires to unite with the Association does not sacrifice any of its autonomy in uniting with the Association on the terms of membership; it has the privilege of not joining the Association, if it does not like the terms. It should be remembered that it is the church which asks for membership the Association does not seek the church as a member.

2. Churches desiring to come into the Association should be asked to show at least 10% of their Budget given to Missions, with a sizable portion going through the Co-operative Program; they should show evidence of growth, and possibility of further and continued growth.

3. When a church is admitted to the Association under watch-care, it should be asked to make reports once each quarter to the Associational Council. New churches, which has been missions, will make their reports directly to the Council, and not to sponsoring church. This quarterly report should give detailed information as to organization, finances, evangelism, missions, doctrines,

church polity, church spirit, and other pertinent data. The Associational Council should provide watch-care churches a form on which the report can be made.

4. There should be no time limitation on watch-care; the Associational Council should have the privilege of recommending when a church shall be accepted into full-fellowship.

#### IV. FURTHER RECOMMENDATION CONCERNING LOTS

1. The Association should begin making plans to provide money for the purchase of lots for new missions and churches. This should be done both in the Associational Budget, and by asking able churches to place funds for this purpose in their own budgets.

2. Purchase of such property should be in the hands of the Missions Committee.

3. Title to such property should reside in the Trustees of the Association until such time as a fully self-sustaining church is organized.

4. The Missions Committee should work closely with the General Board of the Baptist State Convention in the purchasing of such property.

5. The Missions Committee should begin looking ahead into areas where large housing developments are beginning or contemplated, in order to secure ample land for future use.

V. Ward Barr  
Walker Black  
Hoke Coon  
James McQuere  
Charles Mack  
Ernest Mehaffey  
Joe Moore  
M.O. Owens, Jr., Chairman

## APPENDIX II

### CHRISTIAN SOCIAL MINISTRIES AGREEMENT

#### A. INTRODUCTION

The City and Metropolitan Missions Department's program of Christian Social Ministries includes working with churches and associations to express Christian love and to provide Christian witness through special mission actions; such as: church-community weekday ministries; mission centers; rescue missions; unwed mother's services; youth and family services which includes juvenile rehabilitation; adult rehabilitation with alcoholics, drug addicts and ex-prisoners; literacy ministries; migrant ministries; and disaster relief.

#### B. THE STATE AND HOME MISSION BOARDS AGREEMENT

The Christian Social Ministries is a cooperative ministry between the state and the Home Mission Boards. The work is executed along with the following guidelines:

1. The planning and the administration of work is by the Baptist State Convention of North Carolina in accord with its agreement with the Home Mission Board. The state convention represents the two Boards in the association.
2. The financial participation between the two Boards is shared, as one amount, on the following percentages - 64%, Baptist State Convention of North Carolina and 36%, Home Mission Board, SBC. The two Boards meet annually to review financial amounts, percentages, existing and proposed work.
3. The personnel for associational programs is jointly employed by the two Boards in cooperation with the association. The following guidelines are noted:
  - (1) Qualifications for personnel are set by the Home Mission Board.
  - (2) Salary scale for personnel is set by Home Mission Board pattern.
  - (3) Salary is paid from the Baptist State Convention of North Carolina.
  - (4) Fringe benefits, as applicable to personnel, from the two Boards are available for full-time missionary appointees.
  - (5) Personnel are required to attend state and Home Mission Board stated orientations, staff meetings at appointed times and participation in special conferences and/or world mission conferences. Such meetings are to be scheduled; if possible, so as to not hinder local field work.



## C. STATE, HOME MISSION BOARD AND ASSOCIATIONAL AGREEMENT

The state and Home Mission Board after thorough study and approval of project, joins the Gaston Baptist Association in this cooperative ministry. The work is executed along with the following guidelines:

1. The Association, State and Home Mission Board cooperatively study the needs of the association. The needs and available resources determine the strategy of programming.

2. The cooperative planning of sponsoring organizations determine the following:

- (1) The type of program needed for the association.
- (2) The job description needed to implement the work.
- (3) The personnel needed to direct the work.
- (4) The financial needs and the amounts to be paid by each participating group.

3. The personnel for the Christian Social Ministries project is jointly employed by the association, state and Home Mission Boards.

- (1) Qualifications for personnel are set by the Home Mission Board.
- (2) Salary scale for personnel is set by Home Mission Board pattern.
- (3) Salary for employee is paid from the Baptist State Convention in accord with budget agreements - association and Home Mission Board remit their pro-rata share to the state office monthly.
- (4) Fringe benefits, as applicable to type of employment are available for employee.

4. The employee is assigned to the cooperating association for his/her field of work until tenure of service has been mutually agreed to cease by sponsoring groups and/or employee resigned.

5. The supervision of the employees field work is under the direction of the Superintendent of Missions of the cooperating association, unless the association approves another representative to do this work. If another representative is chosen he must be acceptable to co-sponsors. The supervision of the work is done in accord with the job description and existing agreements between the sponsoring groups.



Supervision includes:

(1) Office hours and field work.

8:30 - 4:30 - 5 days per week or equivalent hours  
as night work is needed.

(2) Planning of local work.

(3) Receives reports of employees and mails two copies  
to City and Metropolitan Missions Department.

6. Associational Workshops - Seminars and/or Conferences  
are joint projects of sponsoring groups. The state leadership  
and associational leadership should plan these together.

7. Off the field work (out of the association) is discouraged  
except for special events. The off field engagements should  
have prior approval by the association and the City and Metropolitan  
Missions Department.

## ARTICLES OF FAITH

### I. The Scriptures

We believe that the Holy Bible was written by men divinely inspired, and is a perfect treasure of heavenly instruction; that it has God for its author, salvation for its end, and truth for its matter; that it reveals the principles by which God will judge us; and therefore is, and will remain to the end of the world, the true center of Christian union, and the supreme standard by which all human conduct, creeds and religious opinions should be tried.

Scripture references: Luke 16:29-31; Ephesians 2:19-22; Matthew 22:29-32; John 1:45; II Timothy 3:14-17; Hebrews 1:1, II Peter 1:19-21; Psalm 19:7-11; Psalm 119:1:9,105.

### II. God

There is one and only one living and true God, an intelligent, spiritual, and personal Being, the Creator, Preserver, and Ruler of the universe, infinite in holiness and all other perfections, to whom we owe the highest love, reverence, and obedience. He is revealed to us as Father, Son, and Holy Spirit, each with distinct personal attributes, but without division of nature, essence or being.

Genesis 1:1; Exodus 3:14; Deut. 5:6-7; Deut. 6:45; Isa. 48:12-13; Jer. 10:10; Matt. 28:19; John 1:14-18; John 5:26; Gal. 4:4-6; I Tim. 1:17; I Cor. 8:4-6; Hebrews 11:6.

### III. The Fall of Man

Man was created by the special act of God, as recorded in Genesis. (Genesis 1: 27 and Genesis 2:7).

He was created in a state of holiness under the law of his Maker, but, through the temptation of Satan, he fell from his original holiness and righteousness; where-by his posterity inherit a nature corrupt and in bondage to sin, are under condemnation, and as soon as they are capable of moral action, become actual transgressors.

Romans 3:21; Gen. 1:27; Gen. 2:7; Gen. 3:4-7; Gen. 3:22-24; Psalm 51:5; John 1:23; Rom. 5:12-14; Rom. 7:23-25; Col. 1:21.

### IV. The Way of Salvation

The salvation of sinners is wholly of grace, through the mediatorial office of the Son of God, who by the Holy Spirit was born of the Virgin Mary and took upon him our nature, yet without sin; honored the divine law by his personal obedience and made atonement for our sins by his death. Being risen from the dead, he is now enthroned in Heaven, and, uniting in his person the tenderest sympathies with divine perfections, he is in every way qualified to be a compassionate and all-sufficient Saviour.

Matt. 1:21-25; Luke 1:35; Rom. 1:1-6; Rom. 3:25, 1; Cor. 13:3-4; Gal. 2:19-20; Gal. 3:13; Eph. 1:7-14; Eph. 1:20-23; Eph. 2:1-3; Col. 1:21-23.

### V. Justification

Justification is God's gracious and full acquittal upon principles of righteousness of all sinners who believe in Christ. This blessing is bestowed, not in consideration of any works of righteousness which we have done, but through the redemption that is in and through Jesus Christ. It brings us into a state of most blessed peace and favor with God, and secures every other needed blessing.

Rom. 3:21-26; 5:1-2; 8:30, I Cor. 1:30-31; II Cor. 5:21.

## VI. Freeness of Salvation

The blessings of salvation are made free to all by the gospel. It is the duty of all to accept them by penitent and obedient faith. Nothing prevents the salvation of the greatest sinner except his own voluntary refusal to accept Jesus Christ as teacher, Saviour, and Lord.

Mark 16:16; John 3:14-16; Rom. 5:1-11; I Cor. 1:30-31; Eph. 1:5; 2:4-10; Rev. 22:17.

## VII. Regeneration

Regeneration of the new birth is a change of heart wrought by the Holy Spirit, whereby we become partakers of the divine nature and a holy disposition is given, leading to the love and practice of righteousness. It is a work of God's free grace conditioned upon faith in Christ and made manifest by the fruit which we bring forth to the glory of God.

John 1:12-13; John 3:1-8; Rom. 8:1-3; II Cor. 5:17; Gal. 6:15; Eph. 2:1-10; 4:30; Col. 3:1-11; Titus 3:3-7.

## VIII. Repentance and Faith

We believe that repentance and faith are sacred duties, and also inseparable graces, wrought in our souls by the regenerating Spirit of God; whereby being deeply convinced of our guilt, danger, and helplessness, and of the way of salvation by Christ, we turn to God with unfeigned contrition, confession, and supplication for mercy; at the same time heartily receiving the Lord Jesus Christ as our Prophet, Priest, and King, and relying on him alone as the only and all-sufficient Saviour.

Mark 1:14-15; Lark 6:12; Luke 13:1-5; John 16:8-11; Acts 2:38; Acts 3:19; Acts 17:30; Acts 20:20-21; Rom. 3:25-31.

## IX. God's Purpose of Grace

Election is the gracious purpose of God, according to which he regenerates, sanctifies and saves sinners. It is perfectly consistent with the free agency of man, and comprehends all the means in connection with the end. It is a most glorious display of God's sovereign goodness, and is infinitely wise, holy, and unchangeable. It excludes boasting and promotes humility. It encourages the use of means in the highest degree.

Acts 26:18; Rom. 9:29-30; 11:7-16; Eph. 1:9-10; Eph. 1:15-23; Eph. 2:4-7; II. Tim. 1:8-10.

## X. Sanctification

Sanctification is the process by which the regenerate gradually attain to moral and spiritual perfection through the presence and power of the Holy Spirit dwelling in their hearts. It continues throughout the earthly life, and is accomplished by the use of all the ordinary means of grace, and particularly by the Word of God.

John 17:15-17; Acts 20:32, Rom. 6:3-7; Rom. 8:17-28; II Cor. 3:18; Gal. 5:16-26; Eph. 3:14-21; Heb. 12:14.

## XI. Perseverance

All real believers endure to the end. Their continuance in well-doing is the mark which distinguishes them from mere professors. A special Providence cares for them, and they are kept by the power of God through faith unto salvation.

Matt. 26:7-075; John 10:27-31; Rom. 5:8-10; Rom. 8:28-39; 9-16; I Cor. 11:32; II. Cor. 1:21-22, Eph. 1:13-14; 4:30; II. Tim. 2:19; I John 2:19-20.

## XII. A Gospel Church

A church of Christ is a congregation of baptized believers, associated by covenant in the faith and fellowship of the gospel; observing the ordinances of Christ, governed by his laws and exercising the gifts, rights, and privileges invested in them by his word, and seeking to extend the gospel to the end of the earth. Its Scriptural officers are bishops, or elders, and deacons.

Matt. 16:18; Matt. 18:15-18; Acts 2:41-47; Acts 14:21-24; I Cor. 1:2; I Cor. 9:6; 14; Phil. 1:1, I Tim. 3:1-13.

## XIII. Baptism and the Lord's Supper

Christian baptism is the immersion of a believer in water in the name of the Father, the Son, and the Holy Spirit. The act is a symbol of our faith in a crucified, buried and risen Saviour. It is prerequisite to the privileges of a church relation and to the Lord's Supper, in which the members of the church, by the use of bread and wine, commemorate the dying love of Christ.

Matt. 3:13-17; Matt. 28:19-20; Mark 1:9-11; Matt. 26: 26-27; Luke 22:19, 30; John 3:22-23; Acts 8:38-39; Rom. 6:3-5; I Cor. 16-17; I Cor. 11:23-26.

## XIV. The Lord's Day

The first day of the week is the Lord's day. It is a Christian institution for regular observance. It commemorates the resurrection of Christ from the dead and should be employed in exercises of worship and spiritual devotion, both public and private, and by refraining from amusements, and resting from secular employments, works of necessity and mercy only excepted.

Matt. 28:1-6; John 20:1; Acts 20:7; I Cor. 16:1-2; Rev. 1:9-11.

## XV. The Righteous and the Wicked

There is a radical and essential difference between the righteous and wicked. Those only who are justified through the name of the Lord Jesus Christ and sanctified by the Holy Spirit are truly righteous in his sight. Those who continue in impenitence and unbelief are in his sight wicked and under condemnation. This distinction between the righteous and the wicked holds in and after death, and will be made manifest at the judgement when final and everlasting awards are made to all men.

Matt. 25:31-46; Mark 9:48; Luke 23:43; John 3:36; Rom. 9:22-24; I Cor. 15:45-53; II Cor. 5:1-10; Phil. 3:20-21; I Thess. 4:16-17; Rev. 20:10-15.

## XVI. The Resurrection

The Scriptures clearly teach that Jesus rose from the dead. His grave was emptied of its contents. He appeared to the disciples after his resurrection in many convincing manifestations. He now exists in his glorified body at God's right hand. There will be a resurrection of the righteous and the wicked. The bodies of the righteous will conform to the glorious spiritual body of Jesus.

Matt. 28:6; John 5:28-29; John 14:1-3; John 20:1-29; Acts 24:14-15; I Cor. 15: 1-58; II Cor. 5:1-10; Phil. 3:20-21; I Thess. 4:13-17; Rev. 20:12-15.

## XVII. The Return of the Lord

The New Testament teaches in many places the visible and personal return of Jesus to this earth. The time of his coming is not revealed. It is the duty of all believers to live in readiness for his coming and by diligence in good words to make manifest to all men the reality and power of their hope in Christ.

Matt. 24:29-44; Mark 13:24-37; Luke 21:25-28; Acts 1:9-11

## XVIII. Religious Liberty

God alone is Lord of the conscience, and he has left it free from the doctrines and commandments of men which are contrary to his Word and not contained in it. Church and state should be separate. The state owes to the church protection and full freedom in the pursuit of its spiritual ends. In providing for such freedom no ecclesiastical group or denomination should be favored by the state more than others. Civil government being ordained of God, it is the duty of Christians to render loyal obedience thereto in all things not contrary to the revealed will of God. The church should not resort to the civil power to carry on its work. The Gospel of Christ contemplates spiritual means alone for the pursuit of its ends. The state has no right to impose penalties for religious opinions of any kind. The state has no right to impose taxes for the support of any form of religion. A free church in a free state is the Christian ideal, and this implies the right of free and unhindered access to God on the part of all men, and the right to form and propagate opinions in the sphere of religion without interference by the civil power.

Matt. 22:17-21; Mark 12:13-17; Romans 13:1-7; I Tim. 2:1-4; I Peter 2:17.

## XIX. Peace and War

It is the duty of Christians to seek peace with all men on principles of righteousness. In accordance with the spirit and teachings of Christ they should do all in their power to put an end to war.

The true remedy for the war spirit is the pure gospel of our Lord. The supreme need of the world is the acceptance of his teachings in all the affairs of men and nations, and the practical application of his law of love.

Christian people throughout the world should pray for the reign of the Prince of Peace and oppose everything likely to provoke war.

Matt. 5:3-12; Matt. 5:38-48; Rom. 14:17-19; Rom. 12:17-21; Heb. 12:14; James 4:1-10

## XX. Education

Christianity is the religion of enlightenment and intelligence. In Jesus Christ are hidden all the treasures of wisdom and knowledge. All sound learning is therefore a part of our Christian heritage. The new birth opens all human faculties and creates a thirst for knowledge. An adequate system of schools is necessary to a complete spiritual program for Christ's people. The cause of education in the Kingdom of Christ is coordinate with the causes of missions and general benevolence, and should receive along with these the liberal support of the churches.

Deut. 4:1-14; Deut. 6:1-10; Psalm 19:7-11; Prov. 4:1-13; Neh. 8:1-9; Matt. 28:19-20; Col. 2:2-7; II Tim. 2:14-15.

## XXI. Social Service

Every Christian is under obligation to seek to make the will of Christ regnant in his own life and in human society; to oppose in the spirit of Christ every form of greed, selfishness, and vice; to provide for the orphaned, the aged, the helpless, and the sick; to seek to bring industry, government, and society as a whole under the sway of the principles of righteousness, truth and brotherly love; to promote these ends Christians should be ready to work with all men of good will in any good cause, always being careful to act in the spirit of love without compromising their loyalty to Christ and his truth. All means and methods used in social service for the amelioration of society and the establishment of righteousness among men must finally depend on the regeneration of the individual by the saving grace of God in Christ Jesus.

Ex. 20:16; Ex. 22:9-15; Lev. 6:1-5; Deut. 4:41-42; Deut. 15:1-2; Deut. 27:17; Ezek. 18:5-9; Zech. 8:16-17; Luke 10:25-37; 6:27-36; Rom. 12:14-21; Col. 3:12-17; James 2:8.

## XXII. Cooperation

Christ's people should, as occasion requires, organize such associations and conventions as may best secure cooperation for the great objects of the Kingdom of God. Such organizations have no authority over each other or over the churches. They are voluntary and advisory bodies designed to elicit, combine, and direct the energies of our people in the most effective manner. Individual members of New Testament churches should cooperate with each other, and the churches themselves should cooperate with each other in carrying forward the missionary, educational, and benevolent program for the extension of Christ's Kingdom. Christian unity in the New Testament sense is spiritual harmony and voluntary cooperation for common ends by various Christian denominations, when the end to be attained is itself justified, and when such cooperation involves no violation of conscience or compromise of loyalty to Christ and his Word as revealed in the New Testament.

Ezra 1:3-4; 2:68-69; 5:14-15; Neh. 4:4-6; 8:1-4; Mal. 3:10; Matt. 10:5-15; 20:1-16; 22:1-10; Acts 1:13-14; 1:21-26; 2:1, 41-47; I Cor. 1:10; 3:1-15; I Cor. 11:12; I Cor. 16:2, II Cor. 9; Eph. 4:1-16; III John 1:5-8.

## XXIII. Evangelism and Missions

It is the duty of every Christian man and woman, and the duty of every church of Christ to seek to extend the gospel to the ends of the earth. The new birth of man's spirit by God's Holy Spirit means the birth of love for others. Missionary effort on the part of all rests thus upon a spiritual necessity of the regenerate life. It is also expressly and repeatedly commanded in the teachings of Christ. It is the duty of every child of God to seek constantly to win the lost to Christ by personal effort and by all other methods sanctioned by the gospel of Christ.

Matt. 10:5-15; 13:1-23; 22:8-10; 28:19-20; Mark 16:15-16; 16:19-20; Luke 24:46-53; Acts 1:4-8; 2:1-4; 21; 39; 8:1-40; 10:42-48; 13:1-3; 30-33; II Cor. 5:19-21; I Thess. 1:1-8.



#### XXIV. Stewardship

God is the source of all blessings, temporal and spiritual; all that we have and are we owe to him. We have a spiritual debtorship to the whole world, a holy trusteeship in the Gospel, and a binding stewardship in our possessions. We are therefore under obligation to serve him with our time, talents and material possessions; and should recognize all these as entrusted to us to use for the glory of God and helping others. Christians should cheerfully, regularly, systematically, proportionately, and liberally contribute of their means to advancing the Redeemer's cause on earth.

Lev. 27:30; Mal. 3:8-10; Matt. 23:23; Matt. 25:14-30; Luke 12:41-48; Acts 2:44-47; I Cor. 16:2; II Cor. 8:1-15.

#### XXV. The Kingdom

The Kingdom of God is the reign of God in the heart and life of the individual in every human relationship, and in every form and institution or organized human society. The chief means for promoting the Kingdom of God on earth are preaching the gospel of Christ, and teaching the principles of righteousness contained therein. The Kingdom of God will be complete when every thought and will of man shall be brought into captivity to the will of Christ. And it is the duty of all Christ's people to pray and labor continually that his Kingdom may come and his will be done in heaven.

Dan. 2:37-44; 7:18; Matt. 4:23; Matt. 6:10; Matt. 8:12; Matt. 13:25; Mark 11:10; Luke 12:32; Luke 22:29; Luke 23:42; John 3:3; John 18:36; I Cor. 15:24; Col. 1:13; Heb. 12:28.





APPENDIX IV  
GASTON BAPTIST ASSOCIATION  
REGULATIONS GOVERNING USE OF VEHICLE

I. Statement Concerning Intended Use of Vehicle

The vehicle presently owned by the Gaston Baptist Association shall be used exclusively in the work of the Association. The reasons for this particular regulation are listed below:

- A. This is the purpose for which the vehicle was originally purchased.
- B. The vehicle should be available at all times for use in the Christian Social Ministry program. It is conceivable that if this policy is not followed and the vehicle were on loan to a church or to an individual, an emergency could arise when the Christian Social Ministry would desperately need the vehicle.
- C. There is no reasonable per mileage charge that would appear equitable to those outside the Associational Office who want to use the vehicle. A charge of twenty (.20) per mile would hardly cover the cost of depreciation and mechanical upkeep. Yet a church using the vehicle would have to add gasoline and oil costs to the mileage charge.
- D. It does not appear feasible to permit churches the use of the vehicle, since we could not possibly provide a vehicle for all who might want the services of one. As a result the Associational Office would be sure to be accused of showing favoritism.
- E. We have been advised by an insurance company that most companies would require that we ascertain the driving record of all drivers of the vehicle. In the event that a person with several traffic violations on record were permitted to drive the vehicle and was involved in an accident involving either property damage and/or bodily injury, a lawsuit would be inevitable.

II. Payment for Use of Vehicle

- A. Employees who receive a travel allowance from the Association will be required to reimburse the Association at the rate of ten (.10) cents per mile for use of the vehicle on Associational business.
- B. Employees who receive no travel allowance may use the vehicle on official business for the Association without cost to them.













